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CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

2 December 1950

MEMORANDUM FOR THE RECORD

The following subjects were discussed at a special staff meeting held in the Administration Building at 2:30 PM on Thursday, 30 November 1950:

1. The advisability of weekly staff meetings.

After discussion, it was agreed that:

- (a) Weekly staff meetings would be beneficial provided the several Assistant Directors had items for discussion.
- (b) A record of the meetings be maintained.
- (c) An Agenda be circulated, if possible, prior to each meeting.

2. Organization and functions of CIA.

The Deputy Director noted that:

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- (a) The new organization chart and functions pertaining thereto of the various offices of CIA would be distributed on 1 December 1950.

By: (b) During the month of December, further discussions might be held on the functions of the offices mentioned above.

3. Memorandum from the [redacted] relative to CIA requirements [redacted]

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Mr. Jackson directed that each Assistant Director furnish him not later than Monday, 11 December 1950, the requirements needed by his office [redacted]
After discussion it was agreed that:

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- (a) It would be impossible to project CIA requirements in this instance.
- (b) These requirements should not necessarily be in detail, but rather contained in a broad over-all statement.
- (c) Upon receipt of the requirements from the Assistant Directors, they would be consolidated into one request 

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4. Appointment of Administrative Officers in the Office of each Assistant Director.

Mr. McConnel requested that each Assistant Director appoint a top Administrative Assistant who would be authorized to make administrative decisions in most cases, without reference to the Assistant Director concerned.



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